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Controlled by DDA

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Date: 02 MAR 1978 By: OBX

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TRD STAFF MEETING
23 November 1969

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 02 MAR 1978 By: OBX

Present: [REDACTED]

25X1A9a

1. TRD T/O. [REDACTED] reported that TRD is still having coverages with Classification about the grades on the proposed T/O. At the present time the approval of the T/O is being held up in OPC until they are prepared to give their comments on the control of TRD. Until that decision is made final approval to the new T/O cannot be given. Mr. [REDACTED] 25X1A9a reported that he has been advised he can recruit personnel against the new T/O, however, and he is going ahead with the recruitment program on that basis.

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2. TRD Space Requirements. Mr. [REDACTED] has prepared a report on the total space requirements for TRD together with a justification for such requirements. It is being submitted to Management through COB/OPC and ZSEC/OSO.

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3. Assessment Unit Administration. Dr. [REDACTED] is preparing an addendum to the TRD administrative memorandum recently published which will be attached to that memo and will cover administration procedures of the Assessment Unit.

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4. Promotions. [REDACTED] reminded the branch chiefs to keep in mind the promotion of their personnel. A memorandum for each such promotion should be prepared giving good and sufficient reason for a raise in grade in each instance. Recommendations should be submitted individually, not in-mass.

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5. Training Guide. [REDACTED] stated that the Instructors' Training Guide was in the process of preparation and commended Miss [REDACTED] and [REDACTED] for their work on it. Since this is the first attempt at a document of this kind, all branches and individuals should be on the lookout for improvements which can be incorporated in a revision. A similar guide for students should be prepared as soon as possible. [REDACTED] 25X1A9a suggested having two—one for staff training students and one for area training students.

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6. Debriefing. It was agreed that the number of persons attending these sessions should be cut down to just one or two from each section.

7. Training Aids. Throughout training, principally in staff and area training, we have a great need for training aids. Mr. [REDACTED] is presently trying to recruit people to fill this need.

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suggested that all instructors be alerted to the possibilities of training aids and how they can assist in instruction. Further, it should be standard operating procedure that all training aids prepared should be photographed and given a file number and after use returned to the training aids section for permanent filing. Mr. [REDACTED] stated that until such time as we get personnel in this section [REDACTED] office prepared to make charts etc.

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5. Evaluation System. OPC has approved the evaluation system as outlined for TRD. Friday morning at 10, Messrs. [REDACTED] and the chief instructors will meet with [REDACTED] to go over it so that it can be put into effect when the next course starts on 19 December.

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9. [REDACTED] project. This project provides the funds from OPC for training. It has been approved except for the signature of ADPC which should be completed within a few days. As soon as the new T/O is approved formally it will then have to be decided how it will be budgeted. (Note - before [REDACTED] is approved, a review must be made on the budget.)

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10. Transportation. Miss [REDACTED] raised the question of a shuttle bus to Building [REDACTED] from 23rd Street and Constitution Avenue pointing out the long periods of wait usually necessary for a Capital Transit bus. This will work even more of a hardship on TRD personnel in [REDACTED] during the snow and wintry days to come. Mr. [REDACTED] suggested an arrangement within TRD whereby personnel with cars would act as shuttle busses. After discussion it was decided that Mr. [REDACTED] should request Management to contact Capital Transit regarding more frequent service between 8-9 and 5-6. If Capital Transit refuses, we can then take up the matter of a CIA shuttle bus.

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11. Disposition of Room Keys. After discussion it was agreed that all keys to rooms in Building [REDACTED] should be turned in to Mr. [REDACTED]. If it is necessary for instructors or other personnel to leave their rooms for a few minutes they should have another person guard their rooms for them. If they will be leaving for longer periods, all classified material should be secured in a three-way combination safe. This is in accordance with security regulations and action contrary will constitute a security violation.

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Mr. [REDACTED] was asked to prepare a memorandum to this effect for Colonel [REDACTED] signature to be distributed to all TRD personnel in Building [REDACTED]

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12. ORIENTATION of new TRD Personnel. Due to the large numbers of persons taking annual leave on Friday, the weekly tour for new personnel will be cancelled for this week. It will resume the following Friday.